

# Contractor Engagement Terms Negotiation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

## Subject: Negotiation of Engagement Terms

Dear [Contractor's Name],

We appreciate your willingness to collaborate with us on [Project Name]. As we move forward, we would like to discuss the terms of our engagement to ensure mutual understanding and alignment.

We propose the following terms for your consideration:

- **Scope of Work:** [Details of the work to be performed]
- **Compensation:** [Proposed rates and payment structure]
- **Timeline:** [Delivery timelines and deadlines]
- **Confidentiality:** [Confidentiality agreement terms]
- **Termination Clause:** [Conditions under which either party may terminate the agreement]

We believe that these terms can lay a strong foundation for our collaboration. Please let us know a suitable time for us to discuss this further, or feel free to share any thoughts you may have on the proposed terms.

Thank you for your attention to these matters. We look forward to your response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]